

Department of Social and Health Services

**DP Code/Title: PL-FG Child Care Licensing Workload**

**Program Level - 060 Economic Services Admin**

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Budget Period: 2003-05    Version: 11    2003-05 Agency Request Budget

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**Recommendation Summary Text:**

The quality of child care in Washington State is directly affected by the number of child care licensing staff available to process licensing applications and to investigate complaints. This step requests the additional staff needed to meet the demand of an increasing child care caseload and to reduce the current child care licensing workload ratio from 1 licenser for every 129 licensed providers, to 1 licenser for every 101 licensed providers based on child care workload study recommendations.

**Fiscal Detail:**

**Operating Expenditures**

	<u><b>FY 1</b></u>	<u><b>FY 2</b></u>	<u><b>Total</b></u>
<b>Program 060</b>			
001-1 General Fund - Basic Account-State	478,500	711,500	1,190,000
001-E General Fund - Basic Account-CCDF (DSHS)	478,500	711,500	1,190,000
<b>Total Cost</b>	<b>957,000</b>	<b>1,423,000</b>	<b>2,380,000</b>

**Staffing**

	<u><b>FY 1</b></u>	<u><b>FY 2</b></u>	<u><b>Annual Avg</b></u>
<b>Program 060 FTEs</b>	<b>12.0</b>	<b>22.0</b>	<b>17.0</b>

**Package Description:**

In March 1999, the Children's Administration (CA) Office of Children's Administration Research conducted a 100 percent measurement of licenser and investigator time over two distinct two-week measurement periods. During the spring of 2000, field committees developed statewide workload standards for the critical functions of licensors and investigators. At that time, the study concluded that the (then) Office of Child Care Policy, (now) the Division of Child Care and Early Learning (DCCCEL), had adequate staff to manage the caseload.

Since that time, the average number of child care centers in Washington has grown from 1,862 in June 1998, to 2,157 in June 2002, an increase of 14 percent. In addition, new child care center applications has risen from eight per month in 1998, to 20 per month in 2001 and complaint investigations have risen from 142 per month in 1998, to 176 per month in 2001.

Child care family home applications have also increased from a statewide average of 94 new applications per month in 1998 to 180 new applications per month in 2001. Licensing of new providers results in an increased number of child care slots in Washington State between July 1998 and 2002 of 12 percent, up from 159,971 to 181,526.

Current DCCCEL caseloads are 1:83 for centers and 1:154 for family homes. By applying the 1999 workload measurements and standards to the current caseload, there is a need for 22 additional child care licensors. This would decrease the center licenser caseload from 1:83 to 1:59, and family home licensing caseload from 1:154 to 1:125 for a combined average caseload ratio of 1:101 by the second year of the biennium.

While funding this request does not reach recommended or maximum standards for the quality improvement of programs for children set by the National Association for the Education of Young Children (NAEYC), it does move Washington State closer to the ultimate goal of 1:50 for centers and large family homes, and the maximum recommended standard of 1:75 for centers or large family homes.

This request is necessary to support the health and safety of children served in licensed child care facilities and homes. Each time a facility increases the number of slots available, a licenser is required to complete a licensing review. All new child care facilities are required to be licensed within 90 days of the date of application according to RCW 74.15.100. DCCCEL cannot currently process new applicants within the required 90 days, nor can the division perform the recommended yearly monitoring of existing licensed facilities. According to June 30, 2002 statistics, 20 center applications and 101 family home

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applications have been pending for over 90 days. Low priority complaints cannot be investigated in a timely manner and complaints are not receiving an on-site investigation in every case.

**Narrative Justification and Impact Statement**

***How contributes to strategic plan:***

This package contributes to the agency's goal to safeguard and improve the well being of children by ensuring that child care facilities and homes meet the health and safety standards required for licensing.

***Performance Measure Detail***

**Program: 060**

**Goal: 02A    Safeguard and improve the well-being of children.**

**Incremental Changes**

**FY 1                      FY 2**

**Output Measures**

2A3    Improve the overall average licensor caseload.

-1:28                      -1:28

**Goal: 02F    Maintain safety net for people in need.**

**Incremental Changes**

**FY 1                      FY 2**

No measures submitted for package

**Goal: 03F    Improve quality and increase public value.**

**Incremental Changes**

**FY 1                      FY 2**

No measures submitted for package

***Reason for change:***

The increased need for child care licensors is a direct result of the increased number of child care slots, centers, applications and complaints. As the child care caseload has increased, so has the need for additional child care facilities. However, the number of child care licensing staff has remained at the same level since 1999.

***Impact on clients and services:***

Children in child care will benefit from the additional licensing staff because health and safety issues will be addressed. There will be increased monitoring of existing facilities, as well as more timely processing of licensing applications, which in turn will require that fewer child care facilities will need to be issued probationary licenses. Child care businesses would benefit from the increased staffing since there would be fewer delays in licensing actions.

***Impact on other state programs:***

None

***Relationship to capital budget:***

None

***Required changes to existing RCW, WAC, contract, or plan:***

None

***Alternatives explored by agency:***

DCCCEL's alternative to funding this request would be to continue to work within the funding currently allotted. This would

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require that licensors decrease the number of monitoring visits and issue more probationary licenses. However, decreased monitoring and probationary licensing will mean that health and safety concerns may go undiscovered, jeopardizing the safety of children in child care. Licensing child care facilities ensures that the facility has met the standards set by Washington State and assures the safety of the children in these facilities.

***Budget impacts in future biennia:***

Costs would carry forward into future biennia.

***Distinction between one-time and ongoing costs:***

Costs related to the purchase of equipment for newly hired staff would be one-time only. All other costs would be ongoing.

***Effects of non-funding:***

Failure to fund this requested increase in staffing would mean that licensing actions, complaint investigations, and monitoring of facilities would be delayed. This delay has a direct impact on the health and safety of children in child care. In addition, delays in licensing can directly impact the number of child care slots available.

***Expenditure Calculations and Assumptions:***

See attachment - ESA PL-FG Child Care Licensing Workload.xls

The funding requested is Child Care Development Fund (CCDF) Match awarded to Washington State and not currently fully maximized and requires General Fund-State (GF-S) matching funds at the FMAP rate. If this request were to be funded solely with CCDF federal funds, it would take federal funds away from other aspects of the child care program, such as subsidy payments since CCDF federal funds are a lidded-block grant. The only replacement for the redirected CCDF federal funds would be TANF block grant funds. The use of TANF funds would directly impact the state's WorkFirst program, causing less funding to be available to help clients find and keep jobs. There is a minor supervisor and clerical ratio impact as a result of adding 22 licensors, which is not included in this proposal. FTEs are requested with a 12 month phase-in schedule.

<b><u>Object Detail</u></b>		<b><u>FY 1</u></b>	<b><u>FY 2</u></b>	<b><u>Total</u></b>
<b>Program 060 Objects</b>				
A	Salaries And Wages	505,000	925,000	1,430,000
B	Employee Benefits	119,000	217,000	336,000
E	Goods And Services	279,000	183,000	462,000
G	Travel	43,000	79,000	122,000
T	Intra-Agency Reimbursements	11,000	19,000	30,000
<b>Total Objects</b>		<b>957,000</b>	<b>1,423,000</b>	<b>2,380,000</b>

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**DSHS Source Code Detail**

<b>Program 060</b>		<b><u>FY 1</u></b>	<b><u>FY 2</u></b>	<b><u>Total</u></b>
<b>Fund 001-1, General Fund - Basic Account-State</b>				
<b><u>Sources</u></b>	<b><u>Title</u></b>			
GFS4	General Fund State CCDF Match	478,500	711,500	1,190,000
<i>Total for Fund 001-1</i>		<b>478,500</b>	<b>711,500</b>	<b>1,190,000</b>
<b>Fund 001-E, General Fund - Basic Account-CCDF (DSHS)</b>				
<b><u>Sources</u></b>	<b><u>Title</u></b>			
596A	CCDF Match (FMAP)	478,500	711,500	1,190,000
<i>Total for Fund 001-E</i>		<b>478,500</b>	<b>711,500</b>	<b>1,190,000</b>
<b>Total Program 060</b>		<b>957,000</b>	<b>1,423,000</b>	<b>2,380,000</b>